



Job Title: Membership Relations Specialist – Part Time

Function:

- To actively recruit and retain members for the Chamber
- To provide ongoing support and communication to the members of the Greater Salem Chamber of Commerce relative to membership benefits

Reports to: Vice President

**Major Functions/
Accountabilities:**

1. Membership Growth & Retention- Responsible for increasing and maintaining the Chamber membership based on the goals of the Board of Directors.
2. Financial– Works within approved resources and budget guidelines to actively recruit and retain members.
3. Volunteer Management -- Effectively manages volunteers of the organization as a resource to actively recruit and retain members as well as meet membership needs.
4. Fundraising – Uses special events to promote membership recruitment, and retention.
5. Administration and Support – Responsible for managing routine communications with individual Chamber members.
6. Programs and Products – Responsible to educate and encourage Chamber members to actively participate in Chamber initiatives and available benefits.
7. Community and Public Relations – Works with the President to assure the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.

The Greater Salem NH Chamber of Commerce is organized to foster an environment to promote and support business relationships and community involvement in the region.

This position is responsible for actively recruiting and retaining members for the Chamber, as well as providing ongoing benefit awareness and support to Chamber members. In addition, this position, in co-ordination with the Event Planner, will schedule Chamber Business After Hours and Business Before Hours events as a retention and recruitment tool.

Specific Accountabilities

PRINCIPLE ACCOUNTABILITIES:

- Attain or surpass annual membership recruitment and retention goals as determine by the Board of Directors.
- Serve as a point of contact for business interested in becoming Chamber members.
- Serve as a point of contact for the needs of the Chamber membership relating to membership benefits.
- Act with the chairman of the Membership and/or Ambassadors committee(s) and utilize the committee structure and volunteers to achieve membership and retention goals, including, but not limited to coordinating any Membership Initiatives.
- Coordinate annual calendar of Business After Hours, Business Before Hours and other similar networking events as a means to recruit and retain members.
- Coordinate ribbon cuttings and member celebrations.
- Maintain routine contact with the Membership – via visitations, phone conversations, and e-mail communications.
- Relay appropriate member news and information for inclusion in the proper Chamber Materials.
- Build and maintain strong relationships with Chamber members and the general public and provide continuous customer support.
- Perform other job-related duties and responsibilities as requested.

Revised 7/12/2016

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